

NIH Child Care Board Meeting Minutes
September 13, 2012
Wilson Hall, Conference Room 10

Members in Attendance: Julie Berko, Andria Cimino, Rosalind King, Jason Levine, Zhiyong Lu, Catherine Meyerle, Christine Moretto Wishnoff, Sybil Philip, Heather Rogers, Sheri Schully, Tim Tosten, Keren Witkin, Clara Bodelon, Nirali Shah, Mary Ellen Savarese, Tonya Lee

Center Liaisons Attending: Childkind: Jaydah Wilson, Karen Bok **POPI:** Jen Villani **ECDC:** Anne Schmitz, Barbara Acquaviva, Bob Storz

Members Absent: Catherine Bosio, Brian Rabin

Guests: Dr. Alfred Johnson, Director, Office of Research Services, Linda Kiefer, ORS Division of Amenities

I. Welcome and Introductions of Members and Liaisons- Vice Chair Sheri Schully welcomed Board Members, Liaisons, and Guests. Vice Chair Schully asked each individual to introduce him/herself and to tell something interesting about themselves.

II. Welcome from the ORS Director – Dr. Alfred Johnson

Dr. Johnson shared his appreciation for the efforts of the Board and requested that they continue to provide input to NIH leadership regarding identified need. Dr. Johnson reported that there were no cuts in funding for any child care programs or services in FY 2013 budget, however, the future remains unclear and ORS does anticipate additional requests for budget reductions. The information, documentation and data that the Board collects and shares are an important tool in his efforts to defend child care and parent programs. He supports Board efforts to gather and analyze information about the demonstrated effectiveness of ORS programs, such as the survey, on the wellbeing of the NIH community. Dr. Johnson shared the news that the Child Care Quality Assurance Position had been advertised and that planning for design and construction of the Northwest Child Care Center was proceeding. He looks forward to Board recommendations during these difficult times.

III. Board Orientation – Mary Ellen Savarese

Ms. Savarese reported the Board has one (1) new Board Member this year: Ms. Christine Moretto Wishnoff. Ms. Savarese and Ms. Moretto Wishnoff met prior to the Board meeting to conduct a full Board orientation. Ms. Savarese felt it is important each year to review some aspects of orientation to the Board. The Board has a history of 20-30 years of incredible work. Last year when programs were being cut, the Board was able to advocate and receive additional funding for the Subsidy program and funds for the three (3) year Back-up Care Pilot program. The Office of Research Facilities (ORF) did a great job in keeping the Northwest Child Care Center secure.

The NIH Child Care Board Charter and Position Description for Voting Members were distributed. These documents clearly define and explain the operation of the Board and the roles of members. Voting Board Members are appointed to a three (3) year term. He or she may reapply for an additional three (3) year term. Voting members are

required to be Federal employees, however, all Board meeting are open and visitors are welcome. Members may not speak on behalf of the Board unless the Board has asked the member to do so.

The NIH Child Care Board schedules six meetings per year. The NIH Child Care Board's calendar year is from September to June. Meetings start on time and end on time. Meeting reminders will be sent 2 weeks ahead and agendas and handouts one week in advance. Members are expected to come to meetings prepared to actively participate. If a member misses more than two consecutive meetings, Ms. Savarese will contact the member and ask them to re-evaluate their commitment to the Board.

The Board does not have oversight of the NIH Child Care Centers, but can advise ORS on procedures and policies. Each child care center is a private corporation that answers to its own Board of Directors.

The Board accomplishes its goals through the Work Plan. The Work Plan is an annual plan of activities and efforts to accomplish the goals presented in the annual report.

What does the Board ask of its members?

- Be prepared—read the agenda, minutes, and draft reports prior to the meeting
- Actively participate
- Volunteer for Committee work
- Be knowledgeable of the Board and the services that NIH offers
- Get the word out, put them on your meeting agendas, invite the Child Care Team to do a presentation
- Be thinking of others who would like to be on the Board
- Represent child care needs and interests for the ENTIRE NIH community

Board Voting Members are chosen very specifically to represent the broad interests of all NIH employees, including various Institutes, grades and job types. Members should represent the interests of NIH and should be familiar with the Board and NIH Child Care services and programs.

Liaisons are extremely important to the Board. They take information back to their programs and bring aspects of the diverse workforce and the work needs of NIH to the Board's attention.

The NIH Child Care Board advises NIH leadership on the Subsidy program. If a Voting Member feels he/she may be eligible for the NIH Child Care Subsidy Program, please fill out the Conflict of Interest waiver in your packet and return it to Ms. Savarese.

IV. Updates – Dr. Sheri Schully

- **Approval - Minutes from June 2012 –Dr. Sheri Schully**
Vice Chair Schully called for a vote to approve the minutes from the June 6, 2012 meeting. Minutes were approved.

- **Annual Report Status – Dr. Sheri Schully**

Vice Chair Schully reported due to a very demanding schedule and countless efforts to promote the Back-up Care Program, the staff did not complete the Annual Report as previously planned at the June meeting. Due to the fast pace of the Survey timeline, a decision was made to conduct the survey, complete the literature review and include data/findings in a comprehensive report to the NIH Director in June 2013. The Board will also have “real” data on the impact of subsidy changes and the implementation of the back-up care program. This data may provide specific recommendations from the Board to the Director- something the Board does not have at this point.

The Board will submit an Annual Review Letter to NIH Leadership in October 2012.

- **Back-up Care Program – Tonya Lee**

Ms. Lee reported from January to July, there have been 661 employees who have registered with Bright Horizons, contractor for the NIH Back-up Care program. There have been 155 uses thus far, within an average of 30 uses per month. There have been 136 work days saved as a result from using the program.

With the assistance of other Quality Assurance Specialists (QAS) in Ms. Lee’s office, they have been conducting their own Quality Assurance. Everyone who has used the service and those who could not use the service due to a variety of reasons, receive a call from her office asking them about their experience and satisfaction with the service. Based on these calls, they have been able to identify three (3) issues that are impeding the growth of the pilot program: (1) there are not enough child care centers, especially those providing infant care, (2) Bright Horizons website is not user friendly and is not compatible with several of the NIH browsers, and (3) the Call Center is located in Colorado and have little knowledge/experience with the uniqueness of our area, especially concerning the beltway and traffic.

Ms. Lee remarked that later in the meeting there will be a chance for members to sign up for the Back-up Care Committee. The Committee will be tasked with reviewing data and making recommendations to the Board at the October meeting.

- **Northwest Child Care Center – Mary Ellen Savarese**

Ms. Savarese reported that she served on the Technical Evaluation Board (TEB) this summer. The contract was released as a design-build and the 35% design plans were made available. The Office of Research Facilities (ORF) received 13 bids. There was a two-phase approach to evaluating the bids. The TPB evaluated the 13 bids and ranked according to the Program of Requirements. The top three (3) were asked to submit additional documentation. The TPB has made its recommendation and is now waiting for the contract to be awarded.

The Board will play a role in the design and selection of the provider. There is still no set timeframe for a groundbreaking.

- **Women in Science – Dr. Catherine Meyerle and Dr. Keren Witkin**

Dr. Catherine Meyerle is the liaison to the Women in Biomedical Committee. Dr. Meyerle reported at the September meeting she presented the Child Care Survey.

The Women in Biomedical Committee requested that the category for Fellows be broken down to the different types of Fellows.

Dr. Keren Witkin reported on a new program *Keep the Thread* that would allow IRTA/Fellows flex-leave options to meet family obligations. *Keep the Thread* allows there to be a non-binding cooperative agreement between IRTA Fellows and their PI with support from the Scientific Director to temporarily reduce work hours below full-time without losing health benefits. The program encourages collaboration between IRTAs and PIs to negotiate a mutual agreeable flex-schedule while maintaining the integrity of research and objectives. Dr. Gottesman chairs the program and most PIs support it. Dr. Johnson also stated that Scientific Directors are very supportive of this program. Dr. Witkin stated that she would send the link http://sourcebook.od.nih.gov/prof-desig/Keep_the_Thread_2012.docx to Ms. Savarese to be distributed to the Board.

- **Strategic Plan Activities – Dr. Sheri Schully**

Activities continued over the summer with visits to Bayview, NIEHS in Research Triangle and RML. Outreach activities for this year are already underway. Outreach events include two (2) Lunch and Learn Seminars, and presentations to the following groups: Administrative Officers, Clinical Center Managers, FELCOM, and the major HR Outreach event in November.

V. Workforce Survey – Ms. Sybil Philip and Ms. Andria Cimino

Ms. Sybil Philip and Ms. Andi Cimino thanked very one for their feedback on the latest version of the survey. They received 14 comments from the Board. The Workforce Survey will now be named Life@NIH Survey. The Office of Quality Management (OQM) reported that they did not have a mechanism in place to develop the survey, but were able to refer the survey to CIT. CIT will assume the development and distribution. OQM will analyze the data and develop the report. The Committee has a meeting with CIT and will discuss the timeline. Once the pilot survey is developed, the Committee asked the Board to please take the pilot survey and have a co-worker also take the pilot survey. The final survey is projected to be sent out to the NIH Community in late October/early November 2012.

There was a discussion on how best to send the survey out. Dr. Johnson asked Tim Tosten to bring the survey up at the next Executive Officers meeting. Dr. Johnson also agreed to assist the Board in sending the survey out the NIH Community.

VI. Board Work Plan 2012-2013 – Review, Timeline, Committee Assignments – Dr. Sheri Schully

Vice Chair Schully asked everyone to review the draft 2012-2013 NIH Child Care Board Work Plan in their packet. Vice Chair Schully discussed the seven (7) items and action items.

- **Strategic Planning and Marketing of Programs and Services to the NIH Community**

To be showcased in the fall by reviewing 2012 efforts, survey results and consider additional and alternative outreach efforts. Board members represent best interests

of the NIH community. Members are encouraged to invite nonmembers to work on committees to train, present, infuse new ideas and promote activities

- **Child Care Subsidy:** Convene committee for FY 2013 to monitor enrollment and use data gathered to determine revenue impact of 2012 changes. Participants must get a waiver from ethics if participating in Subsidy program.
- **Child and Dependent Care Backup Care Pilot:** Priority program protected from budget cuts in FY 2013. Convene committee for FY 2013 to review data from first year and consider modifications needed. RML contractors interested in participating in program (currently open to Feds only).
- **Child Care Waiting List:** Problems persist: need to consider policy changes. Convene committee for FY 2013 to listen more to the constituency to identify better ways to manage the list to make it more effective. Need to keep better records to prevent parents from using it as a placeholder then cancelling at the last minute
- **Workforce Survey:** Convene committee to support strategic communications and launch survey in October/November. Members need analytical skills and creative minds to promote participation. Results will be in the annual report presented to Dr. Collins.
- **Workforce Planning Issues:** Complete literature review and give final report to Board in December.
- **Tribble Amendment:** Permits use of appropriated funds to be used for licensing and accreditation of childcare programs operated on Federal property but imposes restrictions incompatible with current workforce practices and emerging trends. Legislative action required to accommodate parents working off campus. Member suggested partnering with other agencies within HHS or other departments to form a co-op or coalition
- **Ongoing Activities**
 - **Northwest Child Care Center:** will continue to monitor the progress of this project.
 - **Special Events and Outreach:** will continue to participate and co-sponsor seminars, outreach events, all NIH events and opportunities to engage other interested groups at NIH

VII. Announcements and Adjourn

Ms. Lee announced the Back to School Lunch and Learn Seminars that will be held on September 13th, and September 26th. Flyers were distributed.

The meeting was adjourned at 11:35 pm.

The next Board meeting will be October 25, 2012.